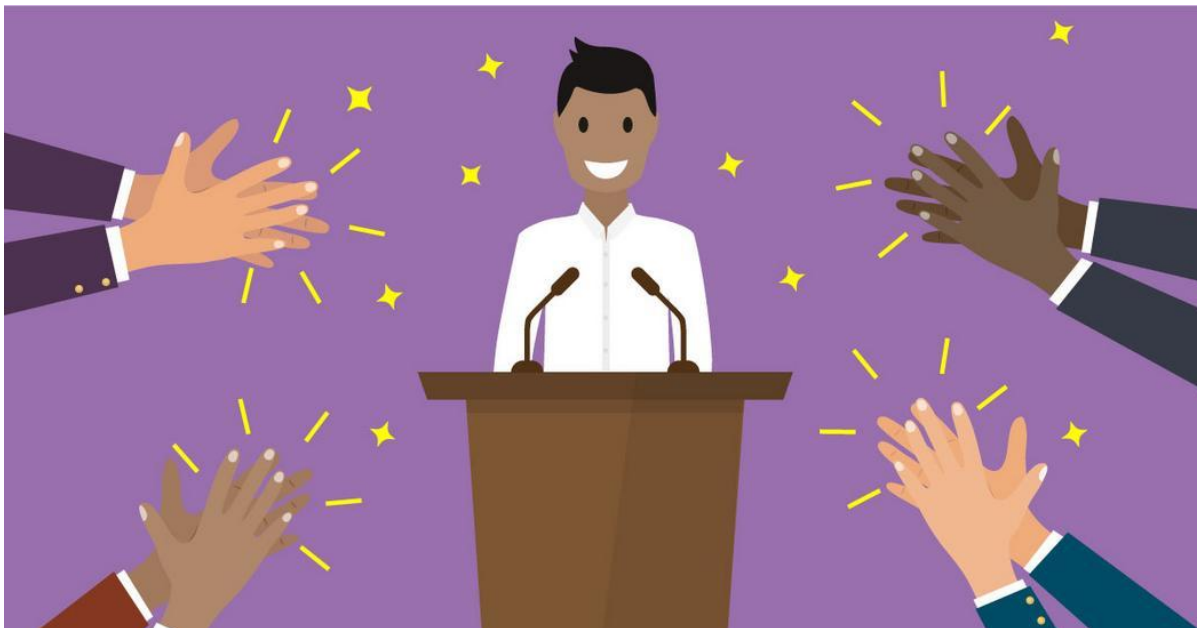


PUBLIC SPEAKING



**MASTERING THE ART OF PUBLIC SPEAKING
PRESENTATION AND COMMUNICATION SKILL**

COURSE OUTLINE

The course will cover the following areas that are important in the skill of Public Speaking and Presentation Skills. It aims to increase the participants' ability to practice these skills following globally commendable and standard.

Module 1 – Introduction to Public Speaking

- 1.1 What is public speaking
- 1.2 Principles of Public Speaking
- 1.3 Importance and Benefit of Public Speaking
- 1.4 Types of Public Speaking
- 1.5 7 Elements of Public Speaking
- 1.6 Types of speech
- 1.7 Principles for Effective Speech Delivery
- 1.8 Ethos, Logos and Pathos (3 Pillars of Public Speaking and Persuasion)

Module 2 – Know Your Audience

- Audience Analysis
- Know your audience
- Types of Audiences

Module 3 – Introduction to Presentation Skills

- The Importance of Presentation Skills
- Steps in Preparing a Presentation
- Creative Presentations
- Elements of a Good Presentation

Module 4 – Delivering the Content – ‘The Message’

- Designing Audience-Centric Content
- Overcoming Fears
- Tips to Exhibit Confidence

Module 5 – Managing Stress | Before & During Your Presentation

- Identify Public Speaking Anxiety
- Transform Stress to Confidence
- Benefits of Preparation and Planning
- Public Speaking Positive Affirmations

Module 6 – Rapport Building | Connect with Your Audience

- Rapport Building in Public Speaking
- Why Rapport Matters
- Three Simple Ways to Improve Rapport
- 10 ways to build rapport and engage your audience

Module 7 – Visual Aids in Presentations

- Types of Visual Aids
- Reasons to use Visual Aids
- Choosing a Visual Aid
- Preparing Visual Aids
- Displaying Visual Aids
- Guidelines to Present Visual Aids

Module 8 – Tone and Body Language in Presentation

- The Power First Impressions
- Improve Your Public Speaking Voice
- Aspects of Effective Speaking
- Real-time Feedback